Architectural Design Guide

• Introduction

The Appendix “A” defines the scope of A&E services. This Architectural Design Guide further defines the architectural services identified in the Appendix “A” and identifies technical and submittal requirements for architects doing design work for the Atlantic Division.

• Communications

Direct communication with the Atlantic Division architectural reviewer is encouraged. If you have a question concerning a particular comment, contact your Atlantic Division reviewer. This may avoid unnecessary re-submittal of plans and specifications due to a misunderstood comment. The reviewer’s name, phone number and email address can be found on the comment sheets.

• Architectural Design Requirements

• Architectural Compatibility

Naval facilities should be designed to be compatible with the surrounding base architecture. The following issues effect exterior building design:

Appropriate Architecture

Appropriate architecture for Naval facilities is equally respectful of image, function, environment, and economy. Architectural design should be timeless (not stylistic), dignified and serious (not frivolous), honest and rational (reflecting function), respectful and subservient to the whole (relates to and enhances the surroundings), and cost effective. See NAVFAC Planning and Design Policy Statement 97-02, Quality of Design, dated 6 January 1997.

Base Exterior Architecture Plans/Base Design Guides

Most military activities have some published design guidelines that contain criteria relative to achieving, maintaining and emphasizing a positive exterior visual environment.

Architectural Compatibility Submittal/Presentation

If the Appendix “A” for a project requires an Architectural Compatibility Submittal, it shall meet the requirements shown in this Guide. On high visibility projects the A&E may be asked to present this submittal.

Architectural Review Board

The Architectural Review Board is a panel of architects, engineers, and a landscape architect at Atlantic Division who review Architectural Compatibility Submittals.

Basis of Design

If a project does not require a separate Architectural Compatibility Submittal, the A&E should address exterior building design and compatibility in the Basis of Design.

Exterior Finish and Color Schedule

The A&E is responsible for selection and coordination of all final exterior finish and color selections. Indicate these selections on a comprehensive schedule located on the contract drawings. Do not indicate that color selections will be made by the Contracting Officer.

- ## Handicap Requirements

All Federal facilities open to the public, or to limited segments of the public, or which may be visited by the public in the conduct of normal business shall be designed to be accessible to the handicapped. The following issues affect the design of new, renovated, and leased facilities:

UFAS

Architectural Barriers Act of 1968 requires that Federal facilities meet the requirements of the Uniform Federal Accessibility Standards, Federal Standard 795, dated April 1, 1988.

ADAAG

In 1993 it became the policy of the Department of Defense to also meet the requirements of the Americans with Disabilities Act Accessibility Guidelines. See NAVFAC Planning and Design Policy Statement 94-01, Barrier Free Design Accessibility Requirements, dated 26 May 1994 (Revised 1 June 1997)

Military Exclusions

A signed letter from the Commanding Officer of the activity must be received to document the military exclusion, when certain facilities are “specifically restricted to use by able-bodied military personnel only”.

Waivers

A waiver process can be used when adequate justification exists for not including provisions for the handicapped. Since this can be a time consuming process and can affect project scope, waiver requests should be submitted by the activity early in the planning and design process.

Access Board

The U. S. Access Board, also known as the Architectural and Transportation Barriers Compliance Board, is an independent government agency whose mission is to develop minimum guidelines and requirements for standards issued under the Americans with Disabilities Act (ADA) and the Architectural Barriers Act (ABA). The board is also responsible for enforcing the Architectural Barriers Act. The board can be contacted for publications and technical assistance. Their toll free telephone number is 1-800-872-2253, and the fax is 1-202-272-5447. See the Access Board web site at http://www.access-board.gov.

Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disabilities to programs and services funded by the Federal government. It applies primarily to

existing facilities and usually triggers the initiation of a project for compliance with barrier free requirements.

Randolph - Sheppard Act

A Navy instruction, SECNAV Instruction 4535.3 requires that space be provided in buildings over 15,000 SF that will contain over 100 employees, for vending facilities for operation by the blind.

- ## Sustainable Design

Presidential Executive Order 12852 established a Council on Environmental Development. A derivative of that order has been the ideological growth of environmental improvement to planning, design and construction practices. It is project unique and is an intentional focus by the design team on the environmental impact of the facility through its life and its disposal. For further guidance on sustainable design and a checklist of environmental goals and requirements, click here.

- ## Anti-Terrorism and Force Protection

The design of all projects shall conform to the current Department of Defense and or Combatant Commander Anti-terrorism/Force Protection construction standards. It is important to remember that the project drawings should provide the construction information necessary for the installation of all elements required for force protection. However, the drawings should not contain information on force protection methods, philosophy, or information on design threats, as this information is considered sensitive and for official use only. For further guidance, contact the AIC/EIC, or the AT/FP coordinator for the Engineering and Design Division at mailto:atfp@efdlant.navfac.navy.mil.

- ## Building Area Calculations

The Basis of Design shall include a calculation indicating the building area to confirm scope and criteria compliance. This calculation shall include a block diagram indicating the building outline and all areas that contribute to the building area. Calculations shall conform to MIL-HDBK-1190, Facility Planning and Design Guide, for definition and calculation of gross area. Provide calculations applying the appropriate factor for full or half area to each area as defined in MIL-HDBK-1190. The sum of these areas shall not deviate from the authorized building area as indicated on the project form DD 1391 without express written approval from LANTDIV. For MILCON projects after approval by Congress, exceeding the allowable building area is not authorized. However, building area may be reduced up to 25% from that shown on the DD 1391 to stay within budget, with written concurrence from the Project Manager. For non-MILCON projects, there are no Congressional limitations. Subsequently revised areas will require area re-tabulation submittals at the 100% and final design submittals.

A Gross Area Calculation example is provided below:

ARCHITECTURAL BASIS OF DESIGN PROJECT NUMBER P011
AIRCRAFT FIRE CRASH STATION ADDITION
MCAS CHERRY POINT, NORTH CAROLINA

Area Calculation Example

GROSS AREA CALCULATION (SEE BLOCK PLAN EXAMPLE)

AREA A

Area A	5.893 x 2.642 =	15.57 SM
	13.106 x 19.609 **=**	257.00 SM
Area A1	1.321 x 2.133 =	- 2.82 SM
Area A	1.219 x 1.321 =	- 1.61 SM

AREA A TOTAL **268.14 SM**

AREAS A1 & A2 (Exterior Covered – ½ Area)

Area A1	1.321 x 2.133 / 2 =	1.41 SM
Area A2	1.219 x 1.321 / 2 =	0.81 SM

AREAS A1 & A2 TOTAL **2.22 SM**

AREA B

Area B	16.459 x 14.224 =	234.11 SM

AREA B TOTAL **234.11 SM**

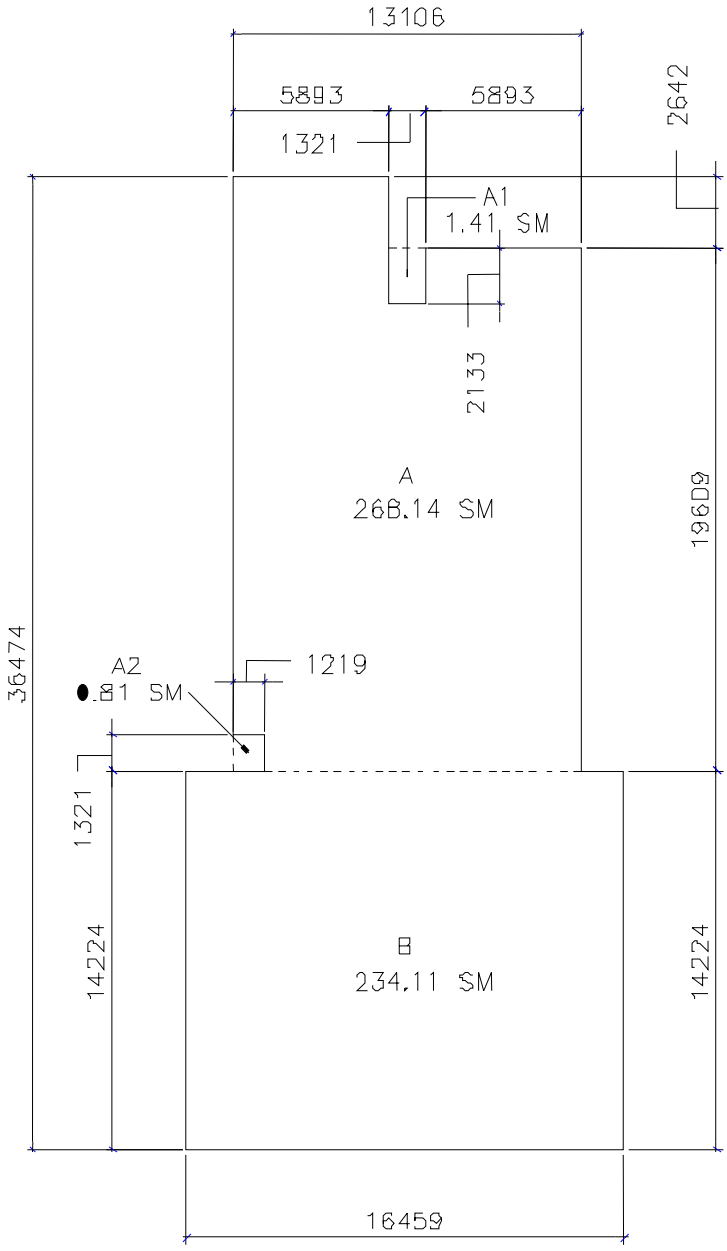
BUILDING TOTAL GROSS **504.47 SM**

SCOPE TOTAL MAX. ALLOWABLE GROSS AREA **505.00 SM**
(PER DD FORM 1391 DATED 02 JUNE 1997)

ARCHITECTURAL BASIS OF DESIGN PROJECT NUMBER P011

AIRCRAFT FIRE CRASH STATION ADDITION
MCAS CHERRY POINT, NORTH CAROLINA

Block Plan Example



FLOOR PLAN WITH GROSS AREA CALCULATIONS

BUILDING TOTAL GROSS 504.47 SM
SCOPE TOTAL GROSS AREA 505.00 SM ALLOWABLE

- **Roof Systems**

  - Roofing systems shall be designed in accordance with MIL-HDBK-1001/5, “Roofing and Waterproofing”, the latest Sheet Metal and Air Conditioning Contractors National Association, Incorporated Publication - Architectural Sheet Metal Manual, and the latest edition of the National Roofers Contractors Association Handbook.

  - Minimum slope for new roofs shall be 1/2 inch per foot. Obtain pitch by sloping the building's roof structural system in lieu of using lightweight fill or tapered board insulation. Ensure positive drainage along valleys between roof drains by the use of crickets or tapered insulation. Consider steep sloped roofing system whenever feasible.

  - Avoid rooftop-mounted equipment. Whenever rooftop mounted equipment is necessary, equipment shall be curb mounted and secured against high winds. Avoid use of pitch pockets. Roof penetrations shall be kept to an absolute minimum. Recommend use of sidewall louvers for air intake and exhaust. Where roof equipment is required, equipment shall be located to provide clearances around and under the equipment in accordance with the latest NRCA recommendations.

  - Roof system designs must take into consideration such factors as deck type, slope, fire resistance, wind up-lift resistance, thermal resistance, vapor control, cost and environmental concerns.

  - Buildings over one story shall have internal roof access through a manufactured roof access hatch. Secure facilities may require roof access from the exterior to limit uncleared personnel from passing through secured spaces. Confirm requirement with LANTDIV prior to installing an exterior mounted stair.

  - Avoid use of internal roof drains. Roof drainage shall be provided through scuppers to collectors and downspouts. Built-in gutter systems where drainage passes through interior spaces or is concealed in the exterior wall cavity shall be avoided.

  - A two-ply modified bitumen roof system with metal clad flashings is the roof system of choice for low slope roofs. The roof system shall be a Class A system. Roof systems shall be specified as a complete system to include insulation, membrane, and miscellaneous roof metals and shall be compatible. Shop drawings for system components shall be submitted together for review as a complete system.

  - Roof systems shall be designed for a sustained wind speed of 75 miles per hour. The roof warranty shall be a systems warranty from the deck up with a sustained wind speed requirement of 75 miles per hour and no-dollar limit.

  - Roof repair and replacement design requires the designer to perform a thorough field investigation of existing construction and conditions to determine their effect on repair and replacement work. Additionally, existing materials must be identified and their condition assessed for suitability and compatibility with anticipated repair and reroofing materials. This may include examination and evaluation of roof decking to determine structural adequacy of a new roof system.

  - Avoid use of mechanical fasteners on concrete decks due to spalling potential, engagement problems, labor expense and future tear off expense and damage to decking.

- Use of lightweight insulating concrete, gypsum fill or asphaltic perlite fill materials is not recommended.

- Provide flashing under wall caps at top of parapet walls. Extend roof flashing over the parapet wall, under the wall cap forming a continuous moisture barrier. In designs that do not use parapet walls, extend the roof membrane under the edge flashing, over the roof edge and beyond the bottom of any wood blocking to prevent moisture from entering the roof system.

- Roof flashing material will depend on the type of roof flashing designed. Where metal roof flashing is used, counter flashing should also be metal extending into the wall and overlapping roof flashing 3-4 inches minimum.

• Control and Expansion Joints

- Non-load bearing exterior masonry walls are often thermally isolated from the building by insulation and are therefore subjected to differential movement. A series of vertical and horizontal expansion joints should be designed to permit this differential movement. Masonry damage happens most often when insufficient expansion and control joints are provided.

- No single recommendation for positioning and spacing of vertical expansion joints can be applicable to all structures. Each building must be analyzed to determine the potential horizontal movements, and provisions must be made to relieve excessive stress that might be expected to result from such movement.

- Refer to the Brick Institute of America, technote 18A, for specific brick masonry recommendations.

- Generally provide expansion and/or crack control joints as follows:
  - Locate a masonry expansion joint at a maximum of every 30’ of continuous wall (without openings).
  - Locate a masonry expansion joint within 5’ - 10’ of an exterior corner (total distance from corner joint to the next joint should not exceed 30’).
  - Locate an expansion joint at vertical offsets or setbacks.
  - Locate an expansion joint at walls of varying height.
  - Locate a vertical expansion joint at opening corners.
  - Locate expansion joints at encased columns.
  - Locate a horizontal expansion joint at floor lines
  - Locate a horizontal expansion joint at parapet walls at the roof deck line and a vertical joint halfway between vertical full height joints from the horizontal joint to the top of the parapet wall.

- Place expansion joints symmetrically on building elevations. Expansion joints shall be indicated on the contract drawings.

- A structural concrete frame requires special consideration and should be designed to allow for the structural frame.

- Anchors and wall ties must be able to accommodate the expected movement without obstruction or becoming disengaged.

- To accommodate differential expansion and avoid masonry or concrete damage, provide a bond breaker between masonry and concrete.

- ## Exterior Insulation and Finish Systems

  Exterior insulation and finish systems (EIFS) are not recommended for exterior wall finish.

- ## Cavity/Veneer Walls and Flashing

  - Cavity/veneer wall construction is used most often for exterior wall construction. Understanding cavity/veneer wall construction is important to design a wall system that will function properly. Brick Institute of America provides an excellent source of information on brick cavity/veneer wall design and construction.

  - Successful performance of an exterior masonry wall depends on limiting the amount of water penetration and controlling any water that enters the wall system. This can only be accomplished through the use of quality materials and proper detailing.

  - All required flashing must be indicated on the drawings. Flashing details shall be drawn at 3"=1'-0" (1:5) or larger and isometric views shall be provided for complicated flashing conditions.

  - Plastic and membrane flashings are not recommended.

  - Walls on facilities located less than 5 miles from the ocean, river, large lake or estuary shall be considered to have a severe exposure and shall be designed and detailed accordingly.

  - Antifreeze admixture compounds for cold weather freeze resistance is not allowed. Use of a tight (non-porous) face brick is recommended to reduce water absorption to reduce freeze-thaw damage.

  - Provide masonry dampproofing on the outside face of the interior wythe of masonry in a cavity wall for moisture resistance.

  - Provide a 1" clearance from the face of cavity insulation board to the back of the exterior wythe of masonry. Additionally, provide a maximum 2" clearance from the back of the exterior wythe of masonry to the face of the backup material (masonry/ sheathing or insulation board).

  - Good flashing details are an absolute necessity in cavity wall construction. In order to direct moisture out of a cavity through weep holes, continuous flashing should be installed at the bottom of the cavity and wherever the cavity is interrupted by elements such as shelf angles or lintels. To be most effective, flashing should extend through the outer masonry face and turn down to form a drip. Termination of through wall flashing behind the exterior face is a dangerous practice and is not recommended. Flashing should be installed over all openings, sills, spandrels and parapets. Use of a clear masonry sealer to prevent water penetration is not allowed.

  - Provide flashing at all penetrations exposed into the cavity such as columns or beams, and at floor slabs, wall projections and recesses, and wall bases. All projections, recesses and caps should be flashed and sloped away from the wall to ease drainage.

  - When setting finished ground floor slab elevations and weep hole locations, consider planting beds to eliminate beds from being above the finished floor. Weeps shall not be located within planting beds.

- Provide open head joint weeps at all through wall flashing. Locate weeps on the same course as the flashing. Use full head joint weep holes.

- Where flashing is not continuous, such as over openings and at sills, flashing ends shall be extended beyond the jamb on both sides and turned up into the head joint several inches at each end to form a dam.

- Specify only superior quality flashing materials since repair or replacement of cavity flashing is exceedingly expensive. Do not use asphalt-impregnated felt flashing. Do not use aluminum flashing in brick construction.

• Cold Formed Framing

- The Project Architect and Structural Engineer shall coordinate the design of cold-formed framing for all architectural uses (interior partitions, secondary framing members, support systems for architectural finishes, etc.).

• Finished Floor Elevation

- Set finished ground floor elevations with respect to the finished grades. The finished floor shall be no less than 8 inches (20 mm) above the finished grade. The finished grade is defined as the final grade elevation adjacent to the exterior including any planting beds. Weeps shall be above the level of the finished grade to prevent the weeps from becoming clogged with material.

• Asbestos and Lead Paint

- When designing projects that involve remediation of asbestos, lead paint, or other hazardous materials, refer to the Environmental Design Guide (Click on Guidance and Policy Tab).

• Pre-Design Services

• Function Analysis Concept Development (FACD) and Design Charettes

FACDs and design charettes are cooperative efforts by the design team, user/customer representatives, engineering field division personnel, and other interested parties. They may last a week or two and include on-site development of a conceptual design in response to functional, aesthetic, environmental, base planning, site, budgetary, and other requirements. The scope of FACDs and design charettes are project specific and will be defined in the Appendix “A”. For further guidance, click here.

• Design Services

• Architectural Basis of Design

Address the following:

Type of Construction - Describe the type of construction selected and justify its use relative to building permanency, life cycle cost, functionality, and fire resistance. See also Fire Protection Basis of Design requirements.

Life Safety Code Analysis - See Fire Protection Basis of Design requirements.

Gross Floor Area Calculations - Provide a complete area breakdown tabulation for gross and net areas to confirm scope and statutory criteria compliance. Provide a supplemental drawing keyed to the area take-off and indicating method of take-off.

Handicap Accessibility - Describe handicap accessibility features included in the project, and indicate how the design meets the requirements of the Uniform Federal Accessibility Standards and the Americans with Disabilities Act Accessibility Guidelines. Indicate documentation relating to use of a military exclusion and the status of a waiver request, if applicable.

Architectural Compatibility - Identify the design guidelines that pertain to this project, and describe how the proposed design incorporates these guidelines. Discuss the approach to achieving architectural compatibility with other surrounding architecture. Note: Exterior color boards are required for all projects.

Roof System Selection - Indicate the construction of the roof, roof membrane selection, substrate, roof slope, roof drainage system, and justify the use of parapets.

Thermal Insulation - Describe the types of insulation to be provided, and indicate specific "U" values for the wall, roof, and floor construction. Also, provide a description of all architectural energy conserving features, including any passive solar systems

Security Requirements - Describe the physical security or hardening requirements that will be used in the design.

Architectural Acoustics - Analyze the project for compliance with Architectural Graphic Standards and DM-3.10, Noise and Vibration Control. Include a statement as to general adherence to this criteria.

Sustainable Design - Describe the sustainable design features included in the design.

Anti-Terrorism and Force Protection – Describe the anti-terrorism and force protection features included in the design. Include the criteria applied for the specific project, a summary of how the facility meets or doesn't meet each major requirement or design element, and sketches as required to depict the site of the project. Any special requirements should be outlined including any requirement for hardening of the facility, or need for a deviation or waiver. It is important to remember that the project drawings should provide the construction information necessary for the installation of all elements required for force protection. However, the drawings should not contain information on force protection methods, philosophy, or information on design threats, as this information is considered sensitive and for official use only.

Doors and Windows - Indicate the types of doors and windows selected for the project and explain the basis for their selection. Indicate any special door requirements.

Interior Design - See Interior Design Basis of Design requirements.

Demolition – Describe the extent of any architectural demolition.

Special Construction Features - Describe the special construction features built into the facility, such as barred windows, special wall/roof construction, raised flooring, RF shielding, HEMP protection, vaults, etc.

Collateral Equipment - Provide a description of items not considered to be part of the structure. Discuss the status of the Collateral Equipment list.

- ## Color Boards and Binders

  - **General**

    Interior and exterior finish material color boards and binders displaying actual samples of all proposed finishes are required during the design of a project. Color boards are required at the 35% Design Development Submittal and the 100% Pre-final Submittal. Color documentation binders are required at the Final Submittal for distribution to the ROICC, construction contractor, and the Atlantic Division Design Division. All boards and binders should be delivered to the Atlantic Division project manager.

  - **Color Board Format**

    Material and color boards shall be 16" X 20", either foam core or mat board. Boards should be sufficiently rigid to support heavy samples. Additional backing may be necessary. Finish materials should be labeled clearly enough that their intended application is evident. Material and finish samples should represent true pattern, texture and color. Samples should be large enough to indicate any pattern repeats. Provide a label or title block identifying the submittal stage, project title and location, A&E and construction contract numbers, A&E name and date. Separate boards should be submitted for exterior and interior finishes

  - **Color Documentation Binder Format**

    Color Binders shall be submitted in 8 ½" X 11" hardbound multi-ring binders. See typical sheet format. These binders should contain samples of all interior and exterior finishes used in the design of the facility.

    A sample of each interior and exterior finish used in the color design should be attached in the three, upper boxes (hence, only three samples per page). Extremely heavy finish samples should be mechanically fastened or foam-taped to the sheets; additional foam core backing may be necessary for stability. The color codes used within the Finish Legend should be designated in the spaces above the samples (manufacturer and product number should also be noted). DO NOT FILL IN THE LOWER ROW!!! This row will be filled in during the shop drawing process as materials are either approved/disapproved. Samples of any deviation to the original selection will be placed in the lower boxes, noting manufacturer and product name/number.

    Provide cover and spine insert sheets identifying the document as the Interior and Exterior Color Documentation Binder. Insert sheets should also include the submittal stage, project title and location, A&E and construction contract numbers, A&E name and date.

    A half-size copy of the Finish Legend/Finish Schedule should be attached in front of the binder along with any supporting drawings clarifying finish application (tile patterns, etc.)

- ## Architectural Drawings

  Architectural drawings should be provided that sufficiently define and detail all architectural work. Although this can be adequately accomplished in a number of ways, we have found the following to be particularly helpful:

  - **Exterior Finishes and Colors**

    Provide a comprehensive exterior finish and color schedule indicating selections for all exterior materials. Locate this schedule either on the finish schedule sheet or on the sheet with the exterior building elevations.

  - **Masonry Control Joints**

    Indicate masonry control joints on the exterior building elevation sheets and the floor plan sheets.

  - **Plan Orientation**

    Building plans shall be drawn parallel to the sheet border with north generally up (or left edge if better suited). All discipline drawings shall be consistent in orientation. The site plan and the building plan should be in approximately the same orientation.

  - **Dimensioning**

    Floor plans shall be provided with sufficient dimensions that avoid construction difficulties for either the construction contractor or ROICC staff. Inadequate dimensions require a contractor's field personnel do many computations in order to arrive at a room size or to properly layout a facility. Provide adequate dimensions on each floor plan so that it is not necessary to refer to other drawings in order to determine dimensions. Dimensioning guidelines are as follows:

    - <u>Exterior Dimensions</u>
      - Provide an overall building dimension.
      - Provide continuous strings of dimensions of column centerlines that extend to exterior building faces.
      - Provide a continuous string of dimensions that locate all exterior building wall line breaks. Wall line breaks shall also be dimensioned to column centerlines.
      - Provide dimensions that show masonry and wall openings.

    - <u>Interior Dimensions</u>
      - Provide continuous strings of dimensions through the building in each direction that extend through the exterior wall.
      - Dimension masonry walls and stud partitions to one side of the wall. Wall thickness may be indicated with dimensions or by wall types.
      - When a dimension string passes through a space that is shown elsewhere at a larger scale, this space may be provided with an overall dimension. The large-scale plan shall show additional dimensions. To insure continuity, dimensions shall be taken from the same wall face as shown on the overall plan.
      - Where a wall or partition aligns with a column, wall opening, window jamb, or other feature, insure that all other dimensions to that wall or partition are to

the same face. Additionally, if a dimension to a particular wall or partition face, then all other dimensions to that wall shall be to that face.

- **Referencing**

  Reference symbols (section and detail cuts) shall be used liberally on the drawings to eliminate the user from having to guess which section or detail applies. Material indications shall be used as necessary to adequately indicate the construction. Generally provide the following:

  - Floor Plans – Indicate building and wall sections, major details and areas of large scale plans.
  - Building Elevations – Indicate building and major wall sections, expansion, control and seismic joints, construction materials.
  - Building Sections – Indicate wall sections and major details and construction materials.
  - Details – Indicate all construction materials. Where several sections or details are provided on the same drawing, it is acceptable to reference a single section or detail for materials with additional call-outs as needed for differing conditions.

• Post Design Services

None identified at this time.

• Design Submittals

• 35% Design Development Submittal

- **Basis of Design**

  Submit a complete Basis of Design addressing all items defined elsewhere in this guide.

- **Drawings**

  As a minimum, provide the following drawings:

  - Floor Plans – Provide all floor plans, new and demolition, indicating room names and dimensions.
  - Building Elevations – Provide all building elevations indicating all exterior materials.
  - Roof Plan – Provide a plan of all roof areas, indicating direction of slope and method of drainage.
  - Building Section – indicate heights.
  - Typical wall section – Provide sufficient wall section(s) to indicate all materials.
  - Finish schedule – Indicate all proposed finishes

- **Color Boards**

  Provide separate interior and exterior color boards indicating all proposed material and color selections.

- **100% Prefinal Submittal**
  - **Basis of Design**

    Resubmit the 35% Basis of Design.

  - **Drawings**

    Provide complete plans.

  - **Color Boards**

    Provide separate updated interior and exterior color boards indicating all proposed material and color selections.

- **Final Submittal**
  - **Drawings**

    Provide complete plans.

  - **Color Documentation Binders**

    Provide separate interior and exterior color documentation binders indicating all proposed material and color selections.

• Other Submittal Requirements

- **Architectural Compatibility Submittal**

  The Architectural Compatibility Submittal is required to document the exterior architectural design of a new facility or major renovation. This submittal should provide adequate documentation that indicates that the materials, colors, and design elements used on the exterior of the building are compatible with other structures nearby, the Base Exterior Architecture Plan (BEAP), and other design guidance required by the base or customer. In addition, it should clearly show that the design meets the requirements of "Appropriate Architecture", as defined elsewhere in this Guide.

  This is a separate submittal that should be submitted early in the design process. In most cases, it can be submitted concurrent with the 35% Design Development Submittal. It will be used by the reviewing architect to present to the Architectural Review Board, and therefore should be in a format that the A&E would feel comfortable presenting.

  The Architectural Compatibility Submittal consists of four elements:

  - Statement of Compatibility – Provide a brief description of the design, stating concisely the architectural compatibility of the project with respect to the existing nearby permanent facilities and the BEAP, if one exists. This should not only include building characteristics, but a site analysis, visual environment concept, and appropriateness of construction materials and methods.

  - Drawings – Provide the following drawings:

- Site Plan – Indicate site boundaries, building locations (existing, proposed, and future), parking, pedestrian circulation, pedestrian and service entrances, and landscaping.
- Floor Plans – Indicate main entrances, service areas, room designations, and exterior stairs and ramps.
- Elevations – Provide all building elevations, and indicate all exterior materials, architectural characteristics and design elements.

- Exterior Color Boards – Provide actual samples of all exterior materials and colors.

- Photographs – Provide sufficient photographs to indicate the character of the existing nearby facilities which have influence on the architectural design of the project.